

- Are on injury leave for an on duty injury or through a workers comp claim.
- Are rendered unavailable for emergencies.
- Requires the performance of duties for compensation for any person or firm or by way of self-employment during regular duty hours.
- Physically or mentally exhaust the member to the point that his/her performance may be affected.
- Requires special consideration when scheduling members for regular duty hours.
- Members who are on medical or other leave due to sickness, temporary disability, or an on-duty injury shall not be eligible to engage in secondary employment. Members with prior secondary employment approval will have such approval revoked if they continue to engage in secondary employment under these circumstances.
- Any member on medical or other leave due to sickness, temporary disability, or on light duty for an off-duty injury is not eligible until such case is reviewed and approved by the Section Director/Troop/Unit Commander. The member shall obtain a letter from his/her attending physician or the Patrol physician describing the injury or illness, estimated time until return to full duty, and any effects of secondary employment impairing recovery time to full duty. The member shall forward this documentation to the appropriate Section Director/Troop/Unit Commander, via chain-of-command. The Section Director/Troop/Unit Commander should consider if such continuation of employment conflicts with the mission of the Patrol or hinders the member from returning to duty as soon as possible.

Prior secondary employment approval may be revoked if a member is found to be in violation of any portion of Patrol policy or receives a disciplinary action. In those cases where a member has received a disciplinary action greater than a written warning, the appropriate supervisor shall notify the Section Director/Troop/Unit Commander via chain-of-command. The Section Director/Troop/Unit Commander may revoke any existing secondary employment or deny request for continued secondary employment for any member who receives a disciplinary action.

## **V. APPROVAL OF SECONDARY EMPLOYMENT (CALEA 22.3.4)**

The Section Director, Troop/Unit Commander shall determine if such secondary employment is in the best interest of the Patrol and may approve or deny such request for secondary employment. The written request for secondary employment (HP-745) shall be submitted to the member's immediate supervisor. The supervisor shall, after a preliminary investigation, determine if the employment would create even the appearance of a conflict of interest or otherwise impact adversely on the image of the Patrol. The supervisor shall